Work Process Design Checklist

"YES" response indicates potential problem area that should receive further investigation.

Is the task complex?			
1. Does worker have to evaluate data before taking action?	YES	NO	NA
2. Must operator sense and respond to information signals occurring simultaneously from different machines without sufficient time to do so?	YES	NO	NA
3. Must operator process information at rate that might exceed capability?	YES	NO	NA
4. Is job so complex it takes a long time to train workers?	YES	NO	NA
5. Does task require a great deal of accuracy?	YES	NO	NA
6. Does work situation require monitoring several machines?	YES	NO	NA
Is the task monotonous?			
7. Does the worker repeat same task without change for entire shift?	YES	NO	NA
8. Does the worker lose track of task at hand because it is overly monotonous?	YES	NO	NA
Design and Use Standards			
9. Are controls standardized on similar equipment?	YES	NO	NA
10. Does design of any instrument increase reading errors? (Dials and instruments difficult to read quickly and accurately)	YES	NO	NA
11. Are controls difficult to reach and operate?	YES	NO	NA
12. When all readings are correct, do pointers in a group of dials point in different directions?	YES	NO	NA
13. Are dials grouped inconveniently?	YES	NO	NA
14. Is dial too complex for level of information required?	YES	NO	NA
15. Is it difficult to see immediately how a control is set?	YES	NO	NA
16. Does reading instruments require a lot of head or body movement?	YES	NO	NA
17. Does worker's hand obstruct dial when operating controls?	YES	NO	NA
18. Is there a need to tell difference between parts by touch?	YES	NO	NA
19. Is it difficult to recognize controls and tools by touch and/or position?	YES	NO	NA
20. Does the task require fine visual judgments? (Includes need to detect small defects, judging distances accurately)	YES	NO	NA
21. Are controls, instruments and equipment placed where they are difficult to see?	YES	NO	NA
22. Are warning lights located out of center of field of vision?	YES	NO	NA
Training (Technical and Safety)			
23. Is the workforce **inadequately** trained in the technical aspects of the job process and demands?	YES	NO	NA
24. Is the workforce **inadequately** trained in the safe performance of the job tasks?	YES	NO	NA
25. Is the workforce **inadequately** trained in methods (breaks, stretching, and warm-up activities) to control job fatigue	YES	NO	NA

OVER TO ADD COMMENTS

COMMENTS